



## **Certification Renewal Checklist for Commission on Accreditation of Rehabilitation Facilities (CARF) Accredited Providers**

*Renewals are completed online within the Information Management for Providers (IMPROV) system.*

The website for renewal certification is:

<https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>

*A new Provider Validation Number (PVN) is required to enter the renewal process. At approximately two months prior to current expiration date, if you have not received a “noreply.wdh” email containing your new PVN, please contact the Certification Program Manager, Behavioral Health Division (Division), at [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov) or 307-777-5253.*

*Please add the email "noreply.wdh@wyo.gov" to your safe contacts list. Please notify us at any time you have demographics changes and we will update your IMPROV profile.*

Your program is certified and renewed based on successful CARF accreditation. The following supporting documentation will be required to be uploaded in IMPROV or emailed directly to the certification program manager:

- ☐ Copy of the **CARF Survey Report and any applicable letters or documentation supporting ongoing accreditation by level of service/programming**, received by the provider every three years post survey.
- ☐ Copy of **Quality Improvement Plan (QIP)**, completed within 90 days of notification of the accreditation decision, post survey, to correct survey findings.
- ☐ Copy of the **Annual Conformance to Quality Report (ACQR)**, prepared by the provider and submitted to CARF, in each of the two years following the three-year accreditation award.
- ☐ Communication of **administrative issues and significant events**, when applicable.

*Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. If coordination is required please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.*